

CLASSIFICATION: INTERNAL AFFAIRS INVESTIGATOR II

Class Code: 5298-21

Date Established: 4-16-12

Occupational Code: 3-2-5

Date of Last Revision: 12-31-13

BASIC PURPOSE: To conduct, investigate, review and supervise activities related to internal corrections investigations in order to maintain institutional security and public safety, and to coordinate the delivery of criminal cases and administrative reports to prosecution authorities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts prison investigations, including acting as a liaison for police, Probation Parole Officers, and other law enforcement and correctional officers or institutions.
- Supervises personnel in performing investigations and identification work necessary to gather physical and scientific evidence, to include: directly supervises, trains and evaluates the performance of Internal Affairs Investigator I's as assigned.
- Investigates inmate complaints, potential criminal activity, and assigned employee cases and prepares cases for criminal prosecution.
- Briefs administrators, corrections staff, other law enforcement officials, county attorneys, and officials for the Attorney General's Office on intelligence and incidents associated with institutional security and public safety.
- Manages and maintains security identification, tracking, and case management databases.
- Communicates with security staff to assist in maintaining order, safety and security of the institution.
- Monitor, evaluate and determine the validity of recorded telephone calls placed by the inmate population for internal criminal and administrative cases and possible outside law enforcement related cases.
- Provides oral and written reports to appropriate authorities regarding personnel matters, inmate behavior, security breaches or other notable incidents that concern the safety or security of the institution.
- Secures and ensures proper handling and maintenance of crime scene evidence.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or university.

Experience: Five years' experience in law enforcement or the corrections field, including investigative activities with knowledge of investigative operations, practices and techniques, as well as experience in conducting, evaluating, analyzing and investigating allegations of wrongdoing and preparing related reports; with at least two years' experience in a supervisory or management role involved with security operations and/or programs associated with the confinement of incarcerated offenders.

License/Certification: Must possess and maintain certification as a Corrections Officer issued by Police Standards and Training Council and meet ongoing training and performance standards as established by the NH Department of Corrections. NH Driver's License required.

RECOMMENDED WORK TRAITS: Considerable knowledge of the NH Department of Corrections policies and procedures and State of New Hampshire criminal law and procedure. Considerable knowledge of the methods and techniques of criminal investigation and law enforcement operations. Knowledge of database management. Knowledge of investigative report writing using proper grammar and punctuation. Skill in interviewing techniques. Skill in analyzing and interpreting data. Ability to work in a prison oriented environment. Ability to ascertain facts and secure evidence by personal contact and observation. Ability to work and communicate with prison employees and inmates. Ability to express ideas clearly and concisely in oral and written form and to speak effectively before groups of people. Ability to supervise, train, and evaluate the performance of subordinate personnel. Ability to establish and maintain effective working relationships with other law enforcement officials and the general public. Ability to maintain objectivity in conducting investigations and producing reports. Ability to maintain confidentiality as needed in all criminal/administrative cases. Ability to work collaboratively with administrators regarding the development of policies and procedures. Ability to investigate and review the use of equipment and data for specialized functions. Ability to use firearms. Ability to exercise tact, diplomacy and impartiality in relation to others. Ability to give adequate consideration to detailed matters. Ability to write reports of facts gathered during an investigation. Ability to testify before courts, administrative bodies and grand juries. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.